

# ARMY NATIONAL GUARD

## MILITARY TECHNICIAN VACANCY

HUMAN RESOURCES OFFICE  
NEW MEXICO NATIONAL GUARD  
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**ANNOUNCEMENT NUMBER:** T-05-1064

**CLOSING DATE:** 29 November 2005

<b><u>POSITION TITLE, SERIES, AND GRADES</u></b>	<b><u>SALARY RANGE</u></b>
Budget Officer GS-0560-12	\$60,576 - \$78,745 per year
Budget Officer GS-0560-11	\$50,541 - \$65,704 per year
Budget Officer GS-0560-09	\$41,772 - \$54,300 per year

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For a complete listing of current vacancy announcements, please visit our website:  
<https://www.nm.ngb.army.mil>

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**AREA OF CONSIDERATION:** All members of the New Mexico Army National Guard.

**APPOINTMENT FACTORS:** Excepted Federal Service – **Commissioned Officer (Lieutenant Colonel and below).**

**POSITION LOCATION:** United States Property and Fiscal Office, Joint Force Headquarters, New Mexico Army National Guard, Santa Fe, New Mexico.

**OPENING DATE:** 3 November 2005

**DATE VACANCY EXISTS:** Currently exists.

**POSITION NUMBERS:** 70320000, 70320000A, 70320000B.

**POSITION POTENTIAL:** The top grade of this position is GS-12. This position is also being advertised at the GS-11 and GS-09 levels to provide additional applicant competition. Upon meeting all legal and regulatory requirements, and upon recommendation of the supervisor, an individual selected at the GS-11 or GS-09 level may be promoted to the target grade of GS-12 without further competition.

**APPOINTMENT REQUIREMENTS:** Excepted Civil Service. Individual selected must be assigned to a commissioned officer position in the New Mexico Army National Guard. Individual must wear the uniform as prescribed by National Guard Bureau policies and the Adjutant General of New Mexico. Employment is contingent upon the successful completion of a preplacement physical examination.

**RE-PROMOTION STATEMENT:** New Mexico Army National Guard technicians who were previously downgraded from a grade equal to, or higher than that advertised at the target grade in this announcement, and who are still receiving pay retention benefits from that downgrade, may be considered for this position as an exception to competition. Technicians who desire re-promotion consideration must send a letter to the Human Resources Office, prior to the closing date of this announcement, requesting consideration for re-promotion.

**PERMANENT CHANGE OF STATION (PCS) BENEFITS:** PCS benefits are not authorized.

**LOWEST PAY GRADE ACCEPTED:** Applicants must indicate on their application the lowest pay or grade that will be accepted.

**EQUAL OPPORTUNITY:** The New Mexico National Guard is an Equal Opportunity Employer. Selection for a position will be made without regard to race, religion, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization, non-disqualifying physical handicap, age (except military requirement for excepted technicians) or any other non-merit factor. Under Public Law 90-486, veterans' preference is not applicable.

**REASONABLE ACCOMMODATION:** This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determination for reasonable accommodation will be made on a case-by-case basis.

**INSTRUCTIONS FOR APPLYING:** Individuals who think that they meet the basic qualification requirements may apply. Application will be made by resume, Optional Form 612, Standard Form 171, or in any other written format. Permanent presently employed technicians of the New Mexico National Guard may submit National Guard Bureau Form 300. Although the federal government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for federal employment. If your application does not provide all the information requested in the job vacancy announcement, you may lose consideration for a job. Applications will be accepted only if they are received in the Human Resources Office by close of business on the closing date of the vacancy announcement; received postmarked (or other common carrier receipt mark) on or before the closing date of the vacancy announcement; or delivered to the Human Resources Office representative during his/her regularly scheduled Wednesday visit. The HRO representative is located in Building 1055, New Mexico Air National Guard. Assurance of a legible postmark or other carrier receipt mark is the responsibility of the applicant. It is a violation of 18 USC 1719 to use government postage to send applications and violators may be subject to disciplinary action and fine as prescribed by law. Applications submitted by facsimile equipment (FAX) will be accepted for consideration. The New Mexico National Guard is not responsible for monitoring the quality or completeness of the FAX. Technicians who wish to be considered for technician positions while absent, (deployment, service schools, extended illness, etc.), may request that their supervisor submit their applications during the period of absence. It is recommended that the technician who anticipates an absence furnish the supervisor with a written request and a sufficient supply of applications to cover the period of absence. It is a regulatory responsibility of the supervisor to ensure that the applications are submitted to the Human Resources Office on, or before, the closing date of the announcement.

**EVALUATION METHOD:** All applicants will be initially screened against mandatory qualifications. If more than ten applicants are qualified, applicants will be evaluated on the basis of relevant experience, training and education, awards, and performance appraisals to determine the best qualified. Rating and ranking to determine best qualified will be conducted by a panel of representatives who have technical expertise in the career field of the position being filled and a staff representative of the Human Resources Office. The evaluation will be based on the knowledge, skills, and abilities (KSAs) considered necessary for successful performance in the position.

**MILITARY COMPATIBILITY:** Individual selected must be assigned, prior to appointment, to a compatible Duty Military Occupational Specialty Code of: AOC: 45.

**BASIC QUALIFICATION REQUIREMENTS:** The basic qualification requirements are indicated below. These qualification requirements must be met, in addition to any military requirements, in order to be found qualified for and selected to this position.

**GENERAL EXPERIENCE:** Experience in administrative, professional, technical, or other responsible work that demonstrates a knowledge of management principles and practices. The applicants must have the ability to analyze problems and draw logical conclusions and to communicate effectively with others.

**SPECIALIZED EXPERIENCE:**

**GS-12:** Must have thirty-six months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Knowledge of the general budget programming process to serve as an advisor and consultant to top management regarding budgetary matters.
2. Knowledge of budget activities of organizational programs to review, edit, analyze and recommend approval or disapproval of proposed operating budgets and budget requests or requests for reprogramming and allotments. This knowledge is used to analyze budget estimates, considering multiple periods of execution in both single and multi-year appropriations, and to consolidate such estimates into a balanced document for both planning and monitoring purposes.
3. Knowledge of financial management objectives of higher authorities to ensure policies comply with precedents and controls, and to provide guidance to management officials.
4. Knowledge of the principles, practices, precedents, systems and techniques of budgeting, e.g.; the DOD planning, programming and budget execution, zero-based budgeting and incremental budgeting, along with the ability to interrelate funding and manpower requirements and expense concepts to formulate and justify civilian and military budgets considering multiple periods of execution in both single and multi-year appropriations. This is also used to coordinate and review the budget formulation and justification for the organization.
5. Knowledge of appropriation accountability, regulatory/statutory limitations, scope and latitude permitted by law and regulations, manpower accounting principles and procedures, management information systems and subsystems, and the relationship between the budget and accounting and reporting systems sufficient to execute the operating budget and provide advice on budget execution to management officials.
6. Knowledge of basic legislation and policies, procedures and regulations controlling budget processes to oversee the budget program. Requires skill in interpreting and applying the concepts and practices of the planning, programming, and budgeting systems used in DOD and/or the ARNG/ANG.

**GS-11:** Must have thirty-six months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Knowledge of the general budget programming process to serve as an advisor and consultant to top management regarding budgetary matters.
2. Knowledge of budget activities of organizational programs to review, edit, analyze and recommend approval or disapproval of proposed operating budgets and budget requests or requests for reprogramming and allotments. This knowledge is used to analyze budget estimates, considering multiple periods of execution in both single and multi-year appropriations, and to consolidate such estimates into a balanced document for both planning and monitoring purposes.
3. Knowledge of appropriation accountability, regulatory/statutory limitations, scope and latitude permitted by law and regulations, manpower accounting principles and procedures, management information systems and subsystems, and the relationship between the budget and accounting and reporting systems sufficient to execute the operating budget and provide advice on budget execution to management officials.
4. Knowledge of basic legislation and policies, procedures and regulations controlling budget processes to oversee the budget program. Requires skill in interpreting and applying the concepts and practices of the planning, programming, and budgeting systems used in DOD and/or the ARNG/ANG.

**GS-09:** Must have twenty-four months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Knowledge of the general budget programming process to serve as an advisor and consultant to top management regarding budgetary matters.
2. Knowledge of budget activities of organizational programs to review, edit, analyze and recommend approval or disapproval of proposed operating budgets and budget requests or requests for reprogramming and allotments. This knowledge is used to analyze budget estimates, considering multiple periods of execution in both single and multi-year appropriations, and to consolidate such estimates into a balanced document for both planning and monitoring purposes.
3. Knowledge of appropriation accountability, regulatory/statutory limitations, scope and latitude permitted by law and regulations, manpower accounting principles and procedures, management information systems and subsystems, and the relationship between the budget and accounting and reporting systems sufficient to execute the operating budget and provide advice on budget execution to management officials.
4. Knowledge of basic legislation and policies, procedures and regulations controlling budget processes to oversee the budget program. Requires skill in interpreting and applying the concepts and practices of the planning, programming, and budgeting systems used in DOD and/or the ARNG/ANG.

**EDUCATION SUBSTITUTE:** Military education, related to the position, may be substituted for specialized experience on a day-for-day basis for qualification at the GS-11 and GS-09 levels. Certificates/diplomas must be submitted with application for award of credit. Civilian education, above the high school level, may be substituted for specialized experience on a case-by-case basis. Transcripts or equivalent must be submitted for award of credit.

**QUALITY AND TYPE OF EXPERIENCE:** The required amount of experience/education will not in itself be accepted as proof of qualification. The quality, type and scope of the experience/education must be of such nature as to demonstrate that applicants are fully qualified to perform the duties at the level for which they apply.

**DOCUMENTATION:** Applicants must explain in detail, in the application, how the specialized experience was acquired, including applicable dates. Applicants should include, with application, any training completion certificates/transcripts in the areas covered in the KSAs.

**SUMMARY OF DUTIES:** The purpose of this position is to provide management oversight and guidance to budget formulation and execution processes. Serves as a technical expert regarding all phases of budget functions including the interpretation, application and implementation of budgetary principles, procedures and guidelines. Provides executive direction and review of budgetary operations. Serves as principal staff advisor to the senior leadership and top management personnel regarding maintaining a balance in the efficiency and economy of operations in accomplishing programmed objectives. Directs the review and oversight of budget formulation, justification and execution, requiring the frequent contact with top management personnel. Oversees budgetary operations. Monitors the current year's budget operations through monthly management indicators and staff visits. Performs special studies and selective reviews of budgetary programs and procedures. Analyzes, evaluates and identifies the areas and types of corrective/improvement actions needed. Serves as a primary technical expert on the treatment of budgetary data on forms, schedules, requests, and reports for use by the financial/budget organization or for use by organizational personnel. Formulates and justifies budget requests for the organization in consideration of historical costs up to five years, the current period of execution, and the effects of multi-year procurement and military construction appropriations. Issues calls for budget to staff and resource managers and provides guidance, as needed. Reviews and consolidates responses, and presents them to advisory committees. Reviews and analyzes operations to determine causes of variances from budgets, time-phased schedules and cost limitations. Manages time-phased schedules of obligations and expenditures for applicable organizational budgets.